

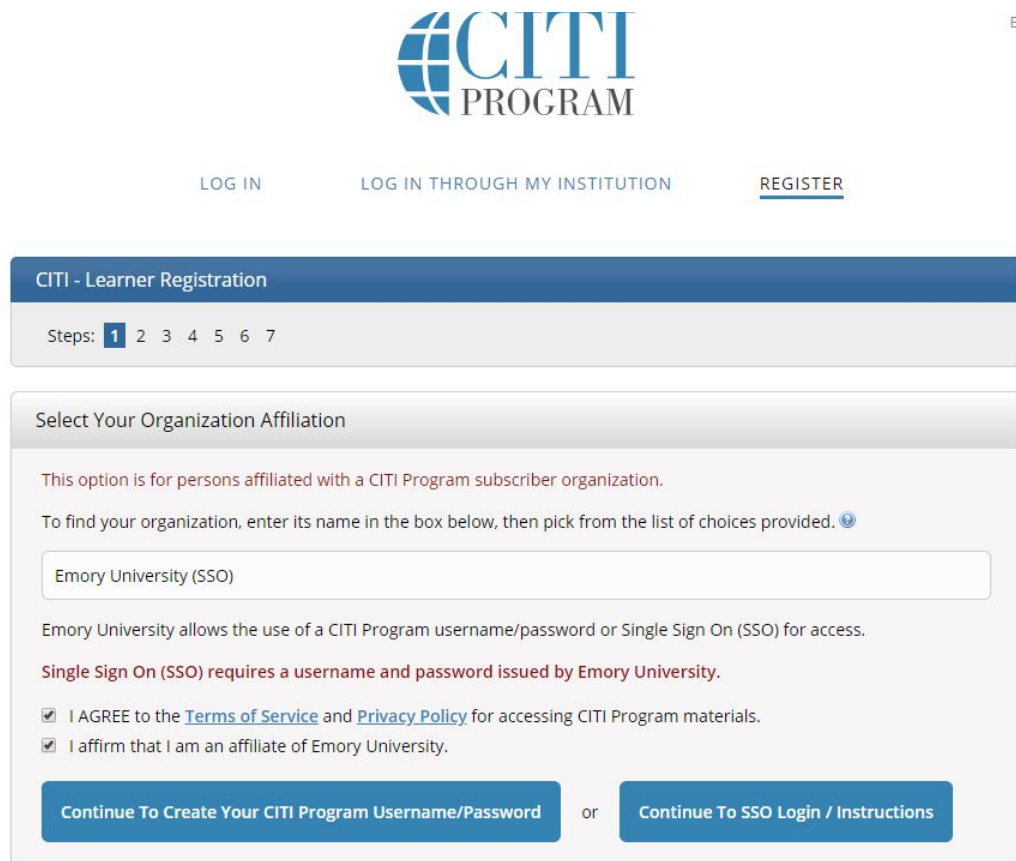
How to Create an Account with CITI for Emory Users

1. Navigate to <https://www.citiprogram.org/> and register by clicking "Register"



The screenshot shows the top of the CITI Program registration page. The header includes the CITI PROGRAM logo and a language dropdown set to 'English'. Navigation links for 'LOG IN', 'LOG IN THROUGH MY INSTITUTION', and 'REGISTER' are visible. The main content area is titled 'CITI - Learner Registration' and features a progress bar with steps 1 through 7, where step 1 is highlighted. Below this is the 'Select Your Organization Affiliation' section, which includes a text box for entering an organization name and a dropdown menu for selection. A note explains that this option is for persons affiliated with a CITI Program subscriber organization.

2. Search for our organization and select "Emory University (SSO)" and click on the following two checkboxes



This screenshot shows the registration page after the user has entered 'Emory University (SSO)' in the search box. The 'CITI - Learner Registration' section remains at the top. The 'Select Your Organization Affiliation' section now displays the search results for 'Emory University (SSO)'. Below the search box, there is a note stating 'Emory University allows the use of a CITI Program username/password or Single Sign On (SSO) for access.' and another note stating 'Single Sign On (SSO) requires a username and password issued by Emory University.' Two checkboxes are checked: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Emory University.' At the bottom, there are two buttons: 'Continue To Create Your CITI Program Username/Password' and 'Continue To SSO Login / Instructions', separated by the word 'or'.

3. The page will redirect you to login with your Emory ID and password. A new page will open. Add your information and click on “Continue to Step 3”

The screenshot shows the 'Personal Information' step of the registration process. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and links for 'Log In', 'Register', and 'Help'. Below this is the 'CITI PROGRAM' logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for 'Search Knowledge Base' is also present. The main navigation includes 'Home', 'About Us', 'Courses', 'Become a Subscriber', 'CE Credits', 'News and Events', and 'Contact Us'. The page title is 'CITI - Learner Registration - Emory University'. A progress indicator shows 'Steps: 1 2 3 4 5 6 7', with '2' highlighted. The 'Personal Information' section contains several required fields: '* First Name', '* Last Name', '* Email Address', '* Verify email address', 'Secondary email address', and 'Verify secondary email address'. A note states: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' At the bottom, a blue button labeled 'Continue to Step 3' is highlighted with a red arrow pointing to it.

4. Create a login and password and click on “Continue to Step 4”

The screenshot shows the 'Create your Username and Password' step of the registration process. The navigation bar and header are identical to the previous step. The progress indicator shows 'Steps: 1 2 3 4 5 6 7', with '3' highlighted. The 'Create your Username and Password' section includes instructions: 'Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.' and 'Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".' The form contains fields for '* User Name', '* Password', '* Verify Password', '* Security Question' (a dropdown menu), and '* Security Answer'. A note at the bottom states: 'Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.' At the bottom, a blue button labeled 'Continue to Step 4' is highlighted with a red arrow pointing to it.

5. Add additional information, if you prefer, and click on “Continue to Step 5”.

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us

CITI - Learner Registration - Emory University

Steps: 1 2 3 **4** 5 6 7

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? Why does CITI Program use these categories? * indicates a required field.

*** I identify my Gender as:**


- Female
- Male
- Transgender or Other
- Prefer not to answer

*** I identify my Ethnicity as:**

- Hispanic or Latino
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer

[Continue to Step 5](#) 

6. Complete this section if you are interested in CEUs and participate in a survey. After finishing with these questions, click on “Continue to Step 6”

* indicates a required field.

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re certification are available for many CITI courses - with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the “YES” or “NO” dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a “CE Information” page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to “YES” before such time however by clicking on the “CE Credit Status” tab located at the top of your grad book page.


No

If you picked “YES”, please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?**

- Yes
- No
- Not sure. Ask me later

[Continue to Step 6](#) 

7. In this section, you need to add your Emory specific information. If a person non-affiliated with the institution is collaborating with an Emory principal investigator, they may put a non-Emory email address into the “Institutional email address” field and they should answer 000000 to the question about Emory ID #.

NOTE: Please do not put any sensitive data into these or other fields. For example, do not put your social security number instead of your Emory ID.

CITI - Learner Registration - Emory University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Emory University

* indicates a required field.

Language Preference

* Institutional email address

* Gender

* Highest degree

Employee Number

* Department

* What is your role in research?

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

* Office Phone

Home Phone

* Emory ID Number

Continue to Step 7







8. Under "Select curriculum", scroll down the page to make your selections about your research participation and course selection. If you are engaged in research, you should select the first option. Click other options if they apply.

*
Check the box next to each research activity that applies to you, or if none apply, choose the last option.

(Note: If you must also take VA training, be sure to join your account to the Atlanta VAMC as well by clicking the "affiliate with another institution" link on the Learner's menu)

Choose all that apply

- I am engaged in or supervise human subjects research, or must otherwise take human subjects coursework (this includes both biomedical and social/behavioral studies).  If working in a research study
- I serve on or provide administrative support to the Emory University IRB.  If IRB Staff
- Mi idioma principal es el español y me gustaría elegir un curso en español.
- None of the activities listed above apply to me. (You will be given a chance to choose a Responsible Conduct of Research Course if you need to take one.)  If not working on research but required to complete responsible conduct of research training (not required by IRB)
- I would like to take the course in different language.
- I would like to take the course in Health Privacy & Information Security  For HIPAA training

9. Select the type of research you plan to do, and click next.

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CITI - Learner Registration

Steps: 1 2 3 4 5 6 **7**

* indicates a required field.

* Please choose the human research coursework that best applies to your research activities.

Choose all that apply

- I need to complete coursework in human subjects protection for biomedical investigators.
- I need to complete coursework in human subjects protection for social/behavioral research.
- I need to complete coursework in human subjects protection for both biomedical and social/behavioral research.

Select an option as appropriate.

Next

10. The next question is to opt for GCG training. The IRB does not require this training and it does not substitute for Biomedical or Socio-behavioral training.

CITI Course Enrollment Questions

View instructions page

* Are you required to take a course on Good Clinical Practices (primarily applies to new device or new drug research expected to meet FDA regulations), or do you otherwise wish to do so?
Choose one answer

- Yes. (The CITI Good Clinical Practices Course will be added to your curriculum)
- No.

Not required by IRB but may be required to comply with University or NIH training requirements

Next Start Over

11. If you are an experienced coordinator who needs to take the Emory required coordinator training, select yes to the next question, so the Clinical Research Coordinator Course could be added to your curriculum.

* Are you an experienced coordinator or research nurse, do you have a supporting role that will consent research participants or manage an FDA-regulated clinical trial protocol, or do you otherwise wish to take the training for Clinical Research Coordinators? Note: Experienced staff must have a formal GCP certification and at least 5 years of clinical research experience?
Choose one answer

Yes. (The Clinical Research Coordinator Course will be added to your curriculum)

No.

[Next](#) [Start Over](#)

12. This question gives you the option to add more training. The IRB does not require these modules, but you may take them if you wish or required by your department or another compliance group.

CITI Course Enrollment Questions

[View instructions page](#)

* If you are required to take a Responsible Conduct of Research (RCR) course, or wish to take one, choose the most appropriate course. Otherwise, click next to the last choice, "Does not apply to me at this time."
Choose one answer

Animal Research Track

Human Subject Research Track

All Other Research Track

Does not apply to me at this time.

The IRB does not required any of these additional courses. You may take them if you wish or if they are required by your department or compliance office. Please note: this modules do not substitute Biomedical or Socio-Behavioral training

[Next](#) [Start Over](#)

13. Once in your menu, click on the arrow so you can see the courses you are required to take, after answering your questions.

English Text size: A A Sam Samuel ID: 4454456 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

✔ Your registration has been completed successfully.

▶ Emory University Courses

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

Click on the arrow to open the courses you need to take

14. In this case, this person only needs to take the “Biomedical Focus” course. To enter the training, click on the course.

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CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu

✔ Your registration has been completed successfully.

▼ Emory University Courses

Course	Status	Completion Report	Survey
Group 1. Biomedical Focus	Not Started	Not Earned	

My Learner Tools for Emory University

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ Click here to affiliate with another institution

▶ Affiliate as an Independent Learner

←

15. Once that is selected, you will be able to see the questions you need to answer.

English Text size: A A Sam Samuel ID: 4454456 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course Group 1. Biomedical Focus

Group 1. Biomedical Focus - Basic Course

To pass this course you must:

- Complete all 9 required modules
- Achieve an average score of 80% on all quizzes for the above

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Your Current Score
0%

Required Modules

	Date Completed	Score
History and Ethics of Human Subjects Research (ID: 498)	Incomplete	0/0 (0%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	Incomplete	0/0 (0%)
Informed Consent (ID: 3)	Incomplete	0/0 (0%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	Incomplete	0/0 (0%)
Records-Based Research (ID: 5)	Incomplete	0/0 (0%)
Research With Protected Populations - Vulnerable Subjects: An Overview (ID: 7)	Incomplete	0/0 (0%)
FDA-Regulated Research (ID: 12)	Incomplete	0/0 (0%)
Research and HIPAA Privacy Protections (ID: 14)	Incomplete	0/0 (0%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)

*If you have additional questions please the main IRB listserv irb@emory.edu